

# DNREC

DIVISION OF SHORELINE AND WATERWAY  
MANAGEMENT



*NEW AND REVISED  
APPLICATIONS*





State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302) 739-6724

## APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL

This application form is provided for construction activities within the regulated area and landward of the DNREC Building Line as shown on maps prepared by the Shoreline & Waterway Management Section, and for construction activities requiring a Letter of Approval, as outlined in the Regulations Governing Beach Protection and the Use of Beaches. Copies of the Building Line maps are available for planning by request to the Shoreline & Waterway Management Section.

**Please answer all questions thoroughly and provide the applicable drawings.  
Incomplete applications will be returned.**

Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

Location of proposed work:  
Lot(s) Number: \_\_\_\_\_  
Street: \_\_\_\_\_  
Subdivision/Community: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_  
Block Number: \_\_\_\_\_



State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302)739-6724

### APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL FOR A TEMPORARY STRUCTURE

This application form is provided for construction of a temporary structure seaward of the DNREC Building Line as required by Part 3.8 of the Regulations Governing Beach Protection and the Use of Beaches.

Temporary structures must be designed so that the structure can be easily removed or otherwise relocated landward of the Building Line in a short time frame. Temporary structures must be removed from the site during the time frame established in the letter of approval and in the case of the threat of a coastal storm.

**Please answer all questions thoroughly and provide the applicable drawings.  
Incomplete applications will be returned.**

Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_  
(Optional)  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

*Delaware's good nature depends on you!*



### Cantilevered Deck Worksheet

7 DE Admin Code 5102 Section 3.1.1.3

Cantilevered Decks – Cantilevered Decks make use of the foundation of said building and said deck shall not extend beyond the most seaward point that is the average distance seaward of the Building Line of any lawfully constructed building, deck or porch of a similar nature that is already existing on parcels of real property located within the smallest subset of lots\*.

Complete the chart to determine the average distance over the Building Line

Tax Map	Lot	Block	Distance over the Building Line
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
Total :			_____
Average:			_____

\*Smallest Subset of Lots – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.

# A NEW LOOK





State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302) 739-6724

## APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL

This application form is provided for construction activities within the regulated area and landward of the DNREC Building Line as shown on maps prepared by the Shoreline & Waterway Management Section, and for construction activities requiring a Letter of Approval, as outlined in the Regulations Governing Beach Protection and the Use of Beaches. Copies of the Building Line maps are available for planning by request to the Shoreline & Waterway Management Section.

**Please answer all questions thoroughly and provide the applicable drawings.  
Incomplete applications will be returned.**

Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

Location of proposed work:  
Lot(s) Number: \_\_\_\_\_  
Street: \_\_\_\_\_  
Subdivision/Community: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_  
Block Number: \_\_\_\_\_



State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302)739-6724

### APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL FOR A TEMPORARY STRUCTURE

This application form is provided for construction of a temporary structure seaward of the DNREC Building Line as required by Part 3.8 of the Regulations Governing Beach Protection and the Use of Beaches.

Temporary structures must be designed so that the structure can be easily removed or otherwise relocated landward of the Building Line in a short time frame. Temporary structures must be removed from the site during the time frame established in the letter of approval and in the case of the threat of a coastal storm.

**Please answer all questions thoroughly and provide the applicable drawings.  
Incomplete applications will be returned.**

Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_  
(Optional)  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

*Delaware's good nature depends on you!*



### Cantilevered Deck Worksheet

7 DE Admin Code 5102 Section 3.1.1.3

Cantilevered Decks – Cantilevered Decks make use of the foundation of said building and said deck shall not extend beyond the most seaward point that is the average distance seaward of the Building Line of any lawfully constructed building, deck or porch of a similar nature that is already existing on parcels of real property located within the smallest subset of lots\*.

Complete the chart to determine the average distance over the Building Line

Tax Map	Lot	Block	Distance over the Building Line
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
Total :			_____
Average:			_____

\*Smallest Subset of Lots – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.

# A NEW LOOK • NEW APPLICATIONS



# ***FORMS:***

## **1. Application for Construction Letter of Approval**





# ***FORMS:***

- 1. Application for Construction Letter of Approval**
- 2. Permit Application for Construction Seaward of the Building Line**





# ***FORMS:***

1. Application for Construction Letter of Approval
2. Permit Application for Construction Seaward of the Building Line
3. Cantilevered Deck Worksheet – **NEW**





# ***FORMS:***

1. Application for Construction Letter of Approval
2. Permit Application for Construction Seaward of the Building Line
3. Cantilevered Deck Worksheet – **NEW**
4. Dune Encroachment Reduction Worksheet – **NEW**





# FORMS:

1. Application for Construction Letter of Approval
2. Permit Application for Construction Seaward of the Building Line
3. Cantilevered Deck Worksheet – **NEW**
4. Dune Encroachment Reduction Worksheet – **NEW**
5. Application for Construction Letter of Approval for a Temporary Structure – **NEW**





# FORMS:

1. Application for Construction Letter of Approval
2. Permit Application for Construction Seaward of the Building Line
3. Cantilevered Deck Worksheet – **NEW**
4. Dune Encroachment Reduction Worksheet – **NEW**
5. Application for Construction Letter of Approval for a Temporary Structure – **NEW**
6. Application for Letter of Approval for Placement of Sand or Fill





# FORMS:

1. Application for Construction Letter of Approval
2. Permit Application for Construction Seaward of the Building Line
3. Cantilevered Deck Worksheet – **NEW**
4. Dune Encroachment Reduction Worksheet – **NEW**
5. Application for Construction Letter of Approval for a Temporary Structure – **NEW**
6. Application for Letter of Approval for Placement of Sand or Fill
7. Application for Construction Letter of Approval for a Pedestrian Dune Crossover



# Construction Letter of Approval Application



State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302) 739-6724

## APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL

This application form is provided for construction activities within the regulated area and landward of the DNREC Building Line as shown on maps prepared by the Shoreline & Waterway Management Section, and for construction activities requiring a Letter of Approval, as outlined in Part 4.0 of the Regulations Governing Beach Protection and the Use of Beaches. Copies of individual Building Line maps are available for planning by request to the Shoreline & Waterway Management Section.

**Please answer all questions thoroughly and provide the applicable drawings.  
Incomplete applications will be returned.**

Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

### Location of proposed work:

Lot(s) Number: \_\_\_\_\_ Block Number: \_\_\_\_\_  
Street: \_\_\_\_\_  
Subdivision/Community: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_





# Construction Letter of Approval Application



State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302) 739-6724

## APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL

This application form is provided for construction activities within the regulated area and landward of the DNREC Building Line as shown on maps prepared by the Shoreline & Waterway Management Section, and for construction activities requiring a Letter of Approval, as outlined in Part 4.0 of the Regulations Governing Beach Protection and the Use of Beaches. Copies of individual Building Line maps are available for planning by request to the Shoreline & Waterway Management Section.

**Please answer all questions thoroughly and provide the applicable drawings.  
Incomplete applications will be returned.**

Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

### Location of proposed work:

Lot(s) Number: \_\_\_\_\_ Block Number: \_\_\_\_\_  
Street: \_\_\_\_\_  
Subdivision/Community: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_

Required for all construction activities landward of the Building Line within the regulated area for which approval is required.





# Construction Letter of Approval Application



State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302) 739-6724

## APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL

This application form is provided for construction activities within the regulated area and landward of the DNREC Building Line as shown on maps prepared by the Shoreline & Waterway Management Section, and for construction activities requiring a Letter of Approval, as outlined in Part 4.0 of the Regulations Governing Beach Protection and the Use of Beaches. Copies of individual Building Line maps are available for planning by request to the Shoreline & Waterway Management Section.

**Please answer all questions thoroughly and provide the applicable drawings.  
Incomplete applications will be returned.**

Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

### Location of proposed work:

Lot(s) Number: \_\_\_\_\_ Block Number: \_\_\_\_\_  
Street: \_\_\_\_\_  
Subdivision/Community: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_

Required for all construction activities landward of the Building Line within the regulated area for which approval is required.

For a proposed cantilevered deck for all existing dwellings or new dwellings built landward of the Building Line.





# Construction Letter of Approval Application



State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302) 739-6724

## APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL

This application form is provided for construction activities within the regulated area and landward of the DNREC Building Line as shown on maps prepared by the Shoreline & Waterway Management Section, and for construction activities requiring a Letter of Approval, as outlined in Part 4.0 of the Regulations Governing Beach Protection and the Use of Beaches. Copies of individual Building Line maps are available for planning by request to the Shoreline & Waterway Management Section.

**Please answer all questions thoroughly and provide the applicable drawings.  
Incomplete applications will be returned.**

Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

### Location of proposed work:

Lot(s) Number: \_\_\_\_\_ Block Number: \_\_\_\_\_  
Street: \_\_\_\_\_  
Subdivision/Community: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_

Required for all construction activities landward of the Building Line within the regulated area for which approval is required.

For a proposed cantilevered deck for all existing dwellings or new dwellings built landward of the Building Line.

**NO FEE**



# Permit Application



State of Delaware  
Department of Natural Resources & Environmental Control  
**Division of Watershed Stewardship**  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302)739-6724

## PERMIT APPLICATION FOR CONSTRUCTION SEAWARD OF THE DNREC BUILDING LINE

This application form is provided for construction activities within the defined beach area and seaward of the DNREC Building Line as shown on maps prepared by the Shoreline & Waterway Management Section, and for construction activities requiring a Permit, as outlined in Part 4.0 of the Regulations Governing Beach Protection and the Use of Beaches. Copies of individual Building Line Maps are available for planning by request to the Shoreline & Waterway Management Section.

**Please answer all questions thoroughly and provide the applicable drawings and plans. An application fee of \$150.00 in check form payable to the State of Delaware must accompany the application. Incomplete applications will be returned.**

All Permit applications will be advertised in two papers of State wide circulation. Twenty (20) calendar days from the date of advertisement must pass, in order to receive comments, before a decision will be rendered. A thirty (30) day appeal period follows issuance of the permit.

**Name of Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office

**Name of Authorized Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ Zip Code: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office



# Permit Application



State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921, FAX (302)739-6724

## PERMIT APPLICATION FOR CONSTRUCTION SEAWARD OF THE DNREC BUILDING LINE

This application form is provided for construction activities within the defined beach area and seaward of the DNREC Building Line as shown on maps prepared by the Shoreline & Waterway Management Section, and for construction activities requiring a Permit, as outlined in Part 4.0 of the Regulations Governing Beach Protection and the Use of Beaches. Copies of individual Building Line Maps are available for planning by request to the Shoreline & Waterway Management Section.

**Please answer all questions thoroughly and provide the applicable drawings and plans. An application fee of \$150.00 in check form payable to the State of Delaware must accompany the application. Incomplete applications will be returned.**

All Permit applications will be advertised in two papers of State wide circulation. Twenty (20) calendar days from the date of advertisement must pass, in order to receive comments, before a decision will be rendered. A thirty (30) day appeal period follows issuance of the permit.

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office

Name of Authorized Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ Zip Code: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office

Use the Permit Application for all proposed construction seaward of the DNREC Building Line.





# Permit Application



State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921, FAX (302)739-6724

## PERMIT APPLICATION FOR CONSTRUCTION SEAWARD OF THE DNREC BUILDING LINE

This application form is provided for construction activities within the defined beach area and seaward of the DNREC Building Line as shown on maps prepared by the Shoreline & Waterway Management Section, and for construction activities requiring a Permit, as outlined in Part 4.0 of the Regulations Governing Beach Protection and the Use of Beaches. Copies of individual Building Line Maps are available for planning by request to the Shoreline & Waterway Management Section.

**Please answer all questions thoroughly and provide the applicable drawings and plans. An application fee of \$150.00 in check form payable to the State of Delaware must accompany the application. Incomplete applications will be returned.**

All Permit applications will be advertised in two papers of State wide circulation. Twenty (20) calendar days from the date of advertisement must pass, in order to receive comments, before a decision will be rendered. A thirty (30) day appeal period follows issuance of the permit.

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office

Name of Authorized Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ Zip Code: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office

Use the Permit Application for all proposed construction seaward of the DNREC Building Line.

All 4-Step Process applications for the construction of a new dwelling.





# Permit Application



State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921, FAX (302)739-6724

## PERMIT APPLICATION FOR CONSTRUCTION SEAWARD OF THE DNREC BUILDING LINE

This application form is provided for construction activities within the defined beach area and seaward of the DNREC Building Line as shown on maps prepared by the Shoreline & Waterway Management Section, and for construction activities requiring a Permit, as outlined in Part 4.0 of the Regulations Governing Beach Protection and the Use of Beaches. Copies of individual Building Line Maps are available for planning by request to the Shoreline & Waterway Management Section.

Please answer all questions thoroughly and provide the applicable drawings and plans. An application fee of \$150.00 in check form payable to the State of Delaware must accompany the application. Incomplete applications will be returned.

All Permit applications will be advertised in two papers of State wide circulation. Twenty (20) calendar days from the date of advertisement must pass, in order to receive comments, before a decision will be rendered. A thirty (30) day appeal period follows issuance of the permit.

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office

Name of Authorized Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office

Use the Permit Application for all proposed construction seaward of the DNREC Building Line.

All 4-Step Process applications for the construction of a new dwelling.

\$150 Application Fee



# Cantilevered Deck Worksheet



## Cantilevered Deck Worksheet

7 DE Admin Code 5102 Section 3.1.1.3

**Cantilevered Decks** – Cantilevered Decks make use of the foundation of said building and said deck shall not extend beyond the most seaward point that is the average distance seaward of the Building Line of any **lawfully constructed building, deck or porch of a similar nature** that is already existing on parcels of real property located within the *smallest subset of lots*\*.

Complete the chart to determine the average distance over the Building Line

<u>Tax Map</u>	<u>Lot</u>	<u>Block</u>	<u>Distance over the Building Line</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
Total :			_____
Average:			_____

\*Smallest Subset of Lots – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.



# Cantilevered Deck Worksheet



## Cantilevered Deck Worksheet

7 DE Admin Code 5102 Section 3.1.1.3

**Cantilevered Decks** – Cantilevered Decks make use of the foundation of said building and said deck shall not extend beyond the most seaward point that is the average distance seaward of the Building Line of any *lawfully constructed building, deck or porch of a similar nature* that is already existing on parcels of real property located within the *smallest subset of lots*\*.

Complete the chart to determine the average distance over the Building Line

<u>Tax Map</u>	<u>Lot</u>	<u>Block</u>	<u>Distance over the Building Line</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
Total :			_____
Average:			_____

\*Smallest Subset of Lots – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.

Must be submitted along with the application for the construction of any cantilevered deck that extends seaward of the DNREC Building Line.





# Cantilevered Deck Worksheet



## Cantilevered Deck Worksheet

7 DE Admin Code 5102 Section 3.1.1.3

**Cantilevered Decks** – Cantilevered Decks make use of the foundation of said building and said deck shall not extend beyond the most seaward point that is the average distance seaward of the Building Line of any *lawfully constructed building, deck or porch of a similar nature* that is already existing on parcels of real property located within the *smallest subset of lots*\*.

Complete the chart to determine the average distance over the Building Line

<u>Tax Map</u>	<u>Lot</u>	<u>Block</u>	<u>Distance over the Building Line</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
Total :			_____
Average:			_____

\*Smallest Subset of Lots – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.

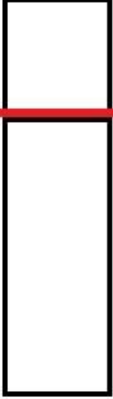





Must be submitted along with the application for the construction of any cantilevered deck that extends seaward of the DNREC Building Line.

Applies to both Construction Letter of Approval Applications and Permit Applications for construction seaward of the DNREC Building Line.



# *Cantilevered Deck Worksheet*

OCEAN/BAY

10' OVER	4' OVER		8' OVER	0' OVER	9' OVER	4.5' OVER
		<b>Building Line</b>				
235-20.02-133.00	235-20.02-134.00	235-20.02-135.00	235-20.02-136.00	235-20.02-137.00	235-20.02-138.00	235-20.02-139.00

STREET

## EXAMPLE SCENARIO



# Cantilevered Deck Worksheet



## Cantilevered Deck Worksheet

7 DE Admin Code 5102 Section 3.1.1.3

**Cantilevered Decks** – Cantilevered Decks make use of the foundation of said building and said deck shall not extend beyond the most seaward point that is the average distance seaward of the Building Line of any **lawfully constructed building, deck or porch of a similar nature** that is already existing on parcels of real property located within the *smallest subset of lots*\*.

Complete the chart to determine the average distance over the Building Line

<u>Tax Map</u>	<u>Lot</u>	<u>Block</u>	<u>Distance over the Building Line</u>
1. <u>235-20.02-133.00</u>	<u>10</u>	D <u>    </u>	<u>10'</u>
2. <u>235-20.02-134.00</u>	<u>11</u>	D <u>    </u>	<u>4'</u>
3. <u>235-20.02-136.00</u>	<u>13</u>	D <u>    </u>	<u>8'</u>
4. <u>235-20.02-137.00</u>	<u>14</u>	D <u>    </u>	<u>0</u>
5. <u>235-20.02-138.00</u>	<u>15</u>	D <u>    </u>	<u>9'</u>
6. <u>235-20.02-139.00</u>	<u>16</u>	D <u>    </u>	<u>4.5'</u>
Total :			<u>35.5'</u>
Average:			<u>5.92'</u>

\*Smallest Subset of Lots – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.

Complete worksheet indicating which properties will be used in the Smallest Subset of Lots to determine the average distance over the Building Line.





# Cantilevered Deck Worksheet



## Cantilevered Deck Worksheet

7 DE Admin Code 5102 Section 3.1.1.3

**Cantilevered Decks** – Cantilevered Decks make use of the foundation of said building and said deck shall not extend beyond the most seaward point that is the average distance seaward of the Building Line of any **lawfully constructed building, deck or porch of a similar nature** that is already existing on parcels of real property located within the *smallest subset of lots*\*.

Complete the chart to determine the average distance over the Building Line

<u>Tax Map</u>	<u>Lot</u>	<u>Block</u>	<u>Distance over the Building Line</u>
1. <u>235-20.02-133.00</u>	<u>10</u>	D <u>    </u>	<u>10'</u>
2. <u>235-20.02-134.00</u>	<u>11</u>	D <u>    </u>	<u>4'</u>
3. <u>235-20.02-136.00</u>	<u>13</u>	D <u>    </u>	<u>8'</u>
4. <u>235-20.02-137.00</u>	<u>14</u>	D <u>    </u>	<u>0</u>
5. <u>235-20.02-138.00</u>	<u>15</u>	D <u>    </u>	<u>9'</u>
6. <u>235-20.02-139.00</u>	<u>16</u>	D <u>    </u>	<u>4.5'</u>
Total :			<u>35.5'</u>
Average:			<u>5.92'</u>

\*Smallest Subset of Lots – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.

Complete worksheet indicating which properties will be used in the Smallest Subset of Lots to determine the average distance over the Building Line.

The Cantilevered deck may not extend over the Building Line further than the average determined.





# Cantilevered Deck Worksheet



## Cantilevered Deck Worksheet

7 DE Admin Code 5102 Section 3.1.1.3

**Cantilevered Decks** – Cantilevered Decks make use of the foundation of said building and said deck shall not extend beyond the most seaward point that is the average distance seaward of the Building Line of any **lawfully constructed building, deck or porch of a similar nature** that is already existing on parcels of real property located within the *smallest subset of lots*\*.

Complete the chart to determine the average distance over the Building Line

<u>Tax Map</u>	<u>Lot</u>	<u>Block</u>	<u>Distance over the Building Line</u>
1. <u>235-20.02-133.00</u>	<u>10</u>	D <u>    </u>	<u>10'</u>
2. <u>235-20.02-134.00</u>	<u>11</u>	D <u>    </u>	<u>4'</u>
3. <u>235-20.02-136.00</u>	<u>13</u>	D <u>    </u>	<u>8'</u>
4. <u>235-20.02-137.00</u>	<u>14</u>	D <u>    </u>	<u>0</u>
5. <u>235-20.02-138.00</u>	<u>15</u>	D <u>    </u>	<u>9'</u>
6. <u>235-20.02-139.00</u>	<u>16</u>	D <u>    </u>	<u>4.5'</u>
Total :			<u>35.5'</u>
Average:			<u>5.92'</u>

\*Smallest Subset of Lots – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.

Complete worksheet indicating which properties will be used in the Smallest Subset of Lots to determine the average distance over the Building Line.

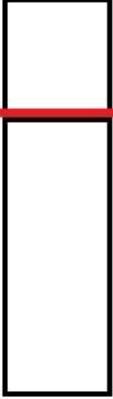

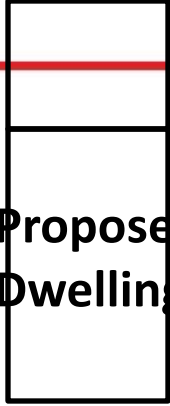



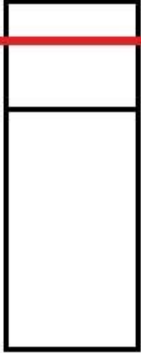
The Cantilevered deck may not extend over the Building Line further than the average determined.

The Architect or Engineer designing the cantilevered deck will typically have a licensed surveyor determine the average encroachment over the Building Line on a site survey.



# *Cantilevered Deck Worksheet*

OCEAN/BAY

10' OVER	4' OVER	5.92' OVER	8' OVER	0' OVER	9' OVER	4.5' OVER
						
235-20.02-133.00	235-20.02-134.00	235-20.02-135.00	235-20.02-136.00	235-20.02-137.00	235-20.02-138.00	235-20.02-139.00

Proposed Dwelling

STREET

## EXAMPLE RESULT



# Dune Encroachment Reduction Worksheet



## Dune Encroachment Reduction Worksheet

*For use with the Four Step Process*

7 DE Admin Code 5102 Section 3.1.1.2 through 3.1.1.2.4

This worksheet is intended to document the steps taken to reduce or eliminate construction seaward of the Building Line.

**Step 1** – Can the proposed structure be located completely landward of the DNREC Building Line by placing the exterior wall of the structure on the setback line established for the landward property boundary? **YES/NO**  
If **NO** proceed to Step 2

**Step 2** – By meeting the established side yard setbacks can the proposed structure be located entirely landward of the DNREC Building Line? **YES/NO**  
If **NO** proceed to Step 3

**Step 3** - The square footage of the footprint of the proposed structure must be no greater than the average square footage (living space only) of the adjacent structures within the *smallest subset of lots*\*. Does this step eliminate construction over the DNREC Building Line? Please show square footages of adjacent structures below. **YES/NO**  
If **NO** proceed to Step 4

**Step 4** – Penetration over the DNREC Building Line may not exceed the average encroachment (ft.) of the adjacent structures (living space only) within the *smallest subset of lots*, used in step 3\*. Please show encroachment distances of adjacent structures below.

Complete the chart to determine the average living footprint and average encroachment values as needed.

<u>Tax Map</u>	<u>Lot</u>	<u>Block</u>	<u>Living Footprint (sqft.)</u>	<u>Encroachment (ft.)</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
Total :			_____	_____
Average:			_____	_____

\*Smallest Subset of Lots – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.



# Dune Encroachment Reduction Worksheet



## Dune Encroachment Reduction Worksheet

For use with the Four Step Process

7 DE Admin Code 5102 Section 3.1.1.2 through 3.1.1.2.4

This worksheet is intended to document the steps taken to reduce or eliminate construction seaward of the Building Line.

**Step 1** – Can the proposed structure be located completely landward of the DNREC Building Line by placing the exterior wall of the structure on the setback line established for the landward property boundary? **YES/NO**  
If **NO** proceed to Step 2

**Step 2** – By meeting the established side yard setbacks can the proposed structure be located entirely landward of the DNREC Building Line? **YES/NO**  
If **NO** proceed to Step 3

**Step 3** – The square footage of the footprint of the proposed structure must be no greater than the average square footage (living space only) of the adjacent structures within the *smallest subset of lots*\*. Does this step eliminate construction over the DNREC Building Line? Please show square footages of adjacent structures below. **YES/NO**  
If **NO** proceed to Step 4

**Step 4** – Penetration over the DNREC Building Line may not exceed the average encroachment (ft.) of the adjacent structures (living space only) within the *smallest subset of lots*, used in step 3\*. Please show encroachment distances of adjacent structures below.

Complete the chart to determine the average living footprint and average encroachment values as needed.

<u>Tax Map</u>	<u>Lot</u>	<u>Block</u>	<u>Living Footprint (sqft.)</u>	<u>Encroachment (ft.)</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
Total :			_____	_____
Average:			_____	_____

\*Smallest Subset of Lots – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.

Worksheet must be submitted with all 4-Step Process permit applications for the construction of a new dwelling.





# Dune Encroachment Reduction Worksheet



## Dune Encroachment Reduction Worksheet

For use with the Four Step Process

7 DE Admin Code 5102 Section 3.1.1.2 through 3.1.1.2.4

This worksheet is intended to document the steps taken to reduce or eliminate construction seaward of the Building Line.

**Step 1** – Can the proposed structure be located completely landward of the DNREC Building Line by placing the exterior wall of the structure on the setback line established for the landward property boundary? **YES/NO**  
If **NO** proceed to Step 2

**Step 2** – By meeting the established side yard setbacks can the proposed structure be located entirely landward of the DNREC Building Line? **YES/NO**  
If **NO** proceed to Step 3

**Step 3** - The square footage of the footprint of the proposed structure must be no greater than the average square footage (living space only) of the adjacent structures within the *smallest subset of lots*\*. Does this step eliminate construction over the DNREC Building Line? Please show square footages of adjacent structures below. **YES/NO**  
If **NO** proceed to Step 4

**Step 4** – Penetration over the DNREC Building Line may not exceed the average encroachment (ft.) of the adjacent structures (living space only) within the *smallest subset of lots*, used in step 3\*. Please show encroachment distances of adjacent structures below.

Complete the chart to determine the average living footprint and average encroachment values as needed.

<u>Tax Map</u>	<u>Lot</u>	<u>Block</u>	<u>Living Footprint (sqft.)</u>	<u>Encroachment (ft.)</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
Total :			_____	_____
Average:			_____	_____

\*Smallest Subset of Lots – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.

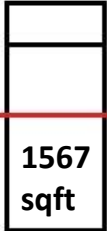

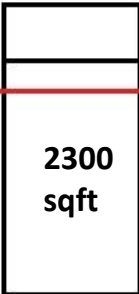



Worksheet must be submitted with all 4-Step Process permit applications for the construction of a new dwelling.

Complete worksheet indicating all adjacent structures used within the Smallest Subset of Lots.





# *Dune Encroachment Reduction Worksheet*

15' OVER	22' OVER	Proposed Dwelling	5' OVER	16' OVER	20' OVER	19' OVER
		<b>Building Line</b>				
235-20.02-133.00	235-20.02-134.00	235-20.02-135.00	235-20.02-136.00	235-20.02-137.00	235-20.02-138.00	235-20.02-139.00

## EXAMPLE SCENARIO

**Sqft = AREA OF LIVING FOOTPRINT ONLY**

**Ft. OVER = DISTANCE OF LIVING SPACE OVER LINE**



# Dune Encroachment Reduction Worksheet



## Dune Encroachment Reduction Worksheet

*For use with the Four Step Process*

7 DE Admin Code 5102 Section 3.1.1.2 through 3.1.1.2.4

This worksheet is intended to document the steps taken to reduce or eliminate construction seaward of the Building Line.

**Step 1** – Can the proposed structure be located completely landward of the DNREC Building Line by placing the exterior wall of the structure on the setback line established for the landward property boundary? **YES/NO**  
If **NO** proceed to **Step 2**

**Step 2** – By meeting the established side yard setbacks can the proposed structure be located entirely landward of the DNREC Building Line? **YES/NO**  
If **NO** proceed to **Step 3**

**Step 3** – The square footage of the footprint of the proposed structure must be no greater than the average square footage (living space only) of the adjacent structures within the *smallest subset of lots*\*. Does this step eliminate construction over the DNREC Building Line? Please show square footages of adjacent structures below. **YES/NO**  
If **NO** proceed to **Step 4**

**Step 4** – Penetration over the DNREC Building Line may not exceed the average encroachment (ft.) of the adjacent structures (living space only) within the *smallest subset of lots, used in step 3*\*. Please show encroachment distances of adjacent structures below.

Complete the chart to determine the average living footprint and average encroachment values as needed.

<u>Tax Map</u>	<u>Lot</u>	<u>Block</u>	<u>Living Footprint (sqft.)</u>	<u>Encroachment (ft.)</u>
1. <u>235-20.02-133.00</u>	<u>10</u>	<u>D</u>	<u>1567</u>	<u>15</u>
2. <u>235-20.02-134.00</u>	<u>11</u>	<u>D</u>	<u>2120</u>	<u>22</u>
3. <u>235-20.02-136.00</u>	<u>13</u>	<u>D</u>	<u>2300</u>	<u>5</u>
4. <u>235-20.02-137.00</u>	<u>14</u>	<u>D</u>	<u>1795</u>	<u>16</u>
5. <u>235-20.02-138.00</u>	<u>15</u>	<u>D</u>	<u>1890</u>	<u>20</u>
6. <u>235-20.02-139.00</u>	<u>16</u>	<u>D</u>	<u>2430</u>	<u>19</u>
Total :			<u>12102</u>	<u>97</u>
Average:			<u>2017</u>	<u>16.2</u>

\*Smallest Subset of Lots – means smallest identifiable group of lawfully subdivided, contiguous lots that exist within a subdivision, development or community separated by either roads or subdivision boundaries. If there are no roads or subdivision boundaries separating groups of lots, the smallest set of lots shall be seven lots.

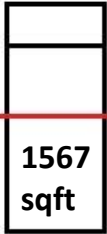


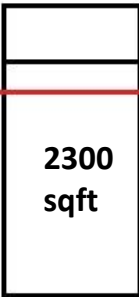



## EXAMPLE:

Determine the average Living Footprint and the average encroachment over the Building Line as needed.





# *Dune Encroachment Reduction Worksheet*

15' OVER	22' OVER	16.2' OVER	5' OVER	16' OVER	20' OVER	19' OVER
						
235-20.02-133.00	235-20.02-134.00	235-20.02-135.00	235-20.02-136.00	235-20.02-137.00	235-20.02-138.00	235-20.02-139.00

## EXAMPLE RESULT

**Sqft = AREA OF LIVING FOOTPRINT ONLY**

**Ft. OVER = DISTANCE OF LIVING SPACE OVER LINE**



# Construction Letter of Approval for a Temporary Structure



State of Delaware  
Department of Natural Resources & Environmental Control  
**Division of Watershed Stewardship**  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302)739-6724

## APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL FOR A TEMPORARY STRUCTURE

This application form is provided for construction of a temporary structure seaward of the DNREC Building Line as required by Part 3.8 of the Regulations Governing Beach Protection and the Use of Beaches.

Temporary structures must be designed so that the structure can be easily removed or otherwise relocated landward of the Building Line in a short time frame. Temporary structures must be removed from the site during the time frame established in the letter of approval and in the case of the threat of a coastal storm.

**Please answer all questions thoroughly and provide the applicable drawings.**  
**Incomplete applications will be returned.**

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_

(Optional)

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

*Delaware's good nature depends on you!*

# Construction Letter of Approval for a Temporary Structure



State of Delaware  
Department of Natural Resources & Environmental Control  
**Division of Watershed Stewardship**  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302)739-6724

## APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL FOR A TEMPORARY STRUCTURE

This application form is provided for construction of a temporary structure seaward of the DNREC Building Line as required by Part 3.8 of the Regulations Governing Beach Protection and the Use of Beaches.

Temporary structures must be designed so that the structure can be easily removed or otherwise relocated landward of the Building Line in a short time frame. Temporary structures must be removed from the site during the time frame established in the letter of approval and in the case of the threat of a coastal storm.

**Please answer all questions thoroughly and provide the applicable drawings.**  
**Incomplete applications will be returned.**

Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_  
(Optional)  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

*Delaware's good nature depends on you!*

Use this application for the placement of seasonal or otherwise temporary structures seaward of the Building Line and seaward of the dune on the dry beach.





# Construction Letter of Approval for a Temporary Structure



State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302)739-6724

## APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL FOR A TEMPORARY STRUCTURE

This application form is provided for construction of a temporary structure seaward of the DNREC Building Line as required by Part 3.8 of the Regulations Governing Beach Protection and the Use of Beaches.

Temporary structures must be designed so that the structure can be easily removed or otherwise relocated landward of the Building Line in a short time frame. Temporary structures must be removed from the site during the time frame established in the letter of approval and in the case of the threat of a coastal storm.

**Please answer all questions thoroughly and provide the applicable drawings.**  
**Incomplete applications will be returned.**

Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_  
(Optional)  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

*Delaware's good nature depends on you!*

Use this application for the placement of seasonal or otherwise temporary structures seaward of the Building Line and seaward of the dune on the dry beach.

Examples of a temporary structure are a sign, bench, shed, ramp, step or a walkway.



# Construction Letter of Approval for a Temporary Structure



State of Delaware  
Department of Natural Resources & Environmental Control  
Division of Watershed Stewardship  
89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9921 FAX (302)739-6724

## APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL FOR A TEMPORARY STRUCTURE

This application form is provided for construction of a temporary structure seaward of the DNREC Building Line as required by Part 3.8 of the Regulations Governing Beach Protection and the Use of Beaches.

Temporary structures must be designed so that the structure can be easily removed or otherwise relocated landward of the Building Line in a short time frame. Temporary structures must be removed from the site during the time frame established in the letter of approval and in the case of the threat of a coastal storm.

**Please answer all questions thoroughly and provide the applicable drawings.**  
**Incomplete applications will be returned.**

Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_  
(Optional)  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office \_\_\_\_\_

*Delaware's good nature depends on you!*

Use this application for the placement of seasonal or otherwise temporary structures seaward of the Building Line and seaward of the dune on the dry beach.

Examples of a temporary structure are a sign, bench, shed, ramp, step or a walkway.

**NO FEE**



# *Common Errors Made When Submitting an Application*





# Common Errors Made When Submitting an Application

## 1. Signature Page

### SIGNATURE PAGE

All signatures must be in original ink

As legal property owner, I (we) accept the legally binding nature of the Construction Permit application and enclosed plans for construction and acknowledge the ultimate responsibility of the owner in executing the conditions of the approval. I (we) also understand that any unauthorized additions or modifications of the final approved construction plans will be considered a violation of the Construction Permit and the Regulations and are therefore subject to penalties found in the Beach Preservation Act and the Regulations.

[Signature] 10/21/16  
Signature of Property Owner(s) Date

\_\_\_\_\_  
Signature of Property Owner(s) Date

### Statement of Agent Authorization

I hereby designate and authorize BEACH BUILDERS, INC.

to act in my behalf as my agent in the processing of this Construction Permit application and to furnish, as requested, supplemental information in support of this application.

As legal property owner, I (we) accept the legally binding nature of this Construction Permit application and enclosed plans for construction and acknowledge the ultimate responsibility of the owner in executing the conditions of the approval. I also understand that this authorization does not transfer ultimate responsibility for this approval to the agent.

Major modifications or subsequent additions involving horizontal or vertical expansion of the initial construction must be entered as a new application subject to conditions for construction outlined in the Regulations. Copies of the Regulations are available upon request from the Shoreline & Waterway Management Section.

[Signature] 10/21/16  
Signature of Property Owner(s) Date


\_\_\_\_\_  
Signature of Property Owner(s) Date

Application is hereby made for a beach Construction Permit in the State of Delaware. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge; such information is correct and complete. I further certify that I am authorized to undertake the proposed activities or I am acting as the duly authorized agent for the applicant.

[Signature] 10/21/16  
Date Signature of Authorized Agent



1. Signature Page
2. Using the Correct Application


 State of Delaware  
 Department of Natural Resources & Environmental Control  
 Division of Watershed Stewardship  
 89 KINGS HIGHWAY, DOVER, DE 19901 (302)739-9000 FAX (302)739-6724

**APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL FOR A  
 TEMPORARY STRUCTURE**

This form is provided for construction of a temporary structure seaward of the DNRREC  
 as required by Part 3.8 of the Regulations Governing Beach Protection and the Use of  
the Building Line in a short time frame. Temporary structures must be removed  
 within the time frame established in the letter of approval and in the case of the threat of

er all questions thoroughly and provide the applicable drawings.  
Incomplete applications will be returned.

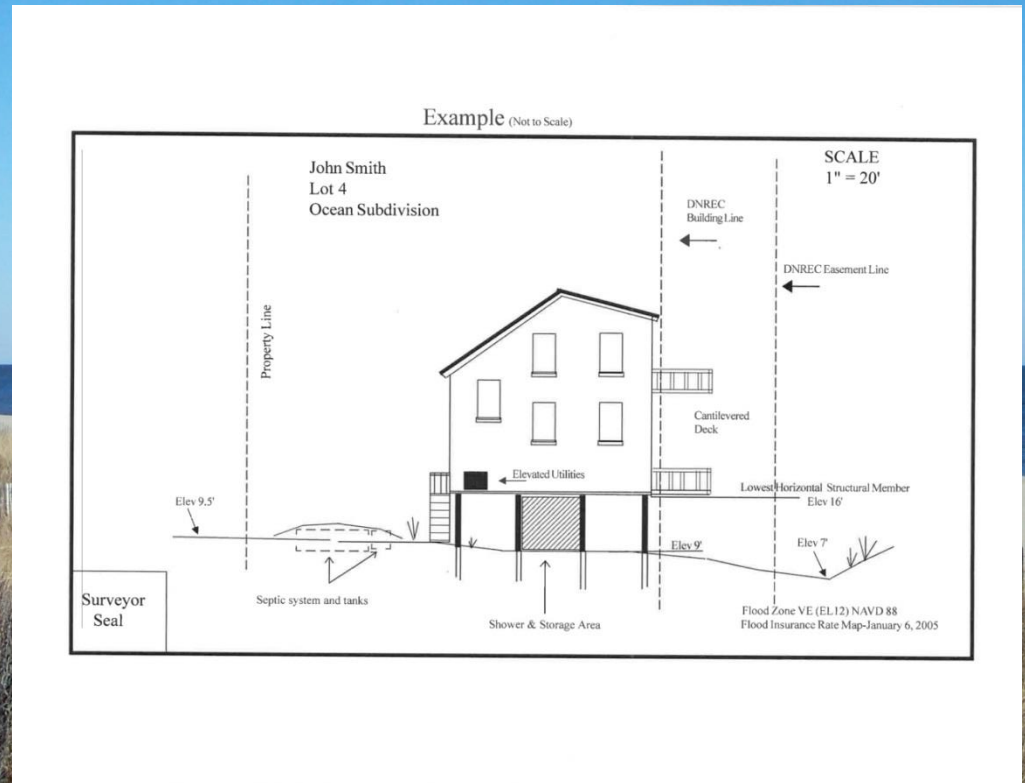
to: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Residence A/C ( ) \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Residence A/C ( ) \_\_\_\_\_  
 Office: \_\_\_\_\_

nature depends on you!



# *Common Errors Made When Submitting an Application*

1. Signature Page
2. Using the Correct Application
3. No profile survey submitted





# *Common Errors Made When Submitting an Application*

1. Signature Page
2. Using the Correct Application
3. No profile survey submitted
4. Flood zone information left incomplete

Flood Zone/Construction Below Base Flood Elevation:

Construction Seaward of the Building Line must be located above Base Flood Elevation.

What NFIP Flood Zone is the property located in (e.g. V, A, B, etc.)? VE

What is the Base Flood Elevation (NAVD88)? 10'

What is the effective/revised date of the FIRM panel used for flood zone determination? 3/16/15

This information can be obtained from the applicable Town or County.

Please verify that all local Flood Zone requirements and ordinances are being met.



# *Ways to Submit an Application*





# *Ways to Submit an Application*

## **1. Mail (preferred)**





# ***Ways to Submit an Application***

- 1. Mail (preferred)**
- 2. Email (please mail hard copies of stamped/sealed surveys and plans)**





# ***Ways to Submit an Application***

- 1. Mail (preferred)**
- 2. Email (please mail hard copies of stamped/sealed surveys and plans)**
- 3. Fax (please mail hardcopy)**





# *Application Review Process*





# *Application Review Process*

## Construction Letters of Approval:





# ***Application Review Process***

## **Construction Letters of Approval:**

**Once we have received a complete Letter of Approval application package please allow for at least a two week turnaround time.**





# *Application Review Process*

Permit Application for Construction  
Seaward of the DNREC Building Line:





# *Application Review Process*

## Permit Application for Construction Seaward of the DNREC Building Line:

Once we have received a complete Permit application we are required to advertise the proposed project publically with a newspaper add.





# ***Application Review Process***

## **Permit Application for Construction Seaward of the DNREC Building Line:**

**Once we have received a complete Permit application we are required to advertise the proposed project publically with a newspaper add.**

**Required 20 Day Public Comment Period**





# ***Application Review Process***

## **Permit Application for Construction Seaward of the DNREC Building Line:**

**Once we have received a complete Permit application we are required to advertise the proposed project publically with a newspaper add.**

### **Required 20 Day Public Comment Period**

**If no public comments have been received the application will be submitted for approval.**





# ***Application Review Process***

## **Permit Application for Construction Seaward of the DNREC Building Line:**

**Once we have received a complete Permit application we are required to advertise the proposed project publically with a newspaper add.**

### **Required 20 Day Public Comment Period**

**If no public comments have been received the application will be submitted for approval.**

**A public hearing may be required before an approval can be issued if comments are received.**



# ***Thanks For Coming!***

**Please don't hesitate contact us if you need assistance or have any questions.**

**All applications can be found online @**

**<http://www.dnrec.delaware.gov/swc/services/Pages/PermitsLicensesApprovals.aspx>**

**Phone : 302-739-9921**

**Email: [david.warga@state.de.us](mailto:david.warga@state.de.us)**

**Or**

**[jennifer.luoma@state.de.us](mailto:jennifer.luoma@state.de.us)**

**Address: 89 Kings Highway, Dover, DE 19901**